

**" The City of Heritage "**



# **ULUNDI MUNICIPALITY**

## **IT Steering Committee Terms of Reference**

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# TERMS OF REFERENCE

## 1. Background

The role of the ICT Steering Committee (“the Committee”) has evolved over time. Many organisations face the challenges of making the ICT a value add-activity and strategic business enabler, moreover sustaining value, effectiveness and interest throughout the organisation and through the alternating cycles of ICT and business strategic planning and implementation.

The vital role of ICT can no longer be ignored by the municipality and it have become critical that the municipality focus on ICT governance.

The role of the Committee is not to focus on ‘steering’ a single department/division, but concentrate on the Information and Communication Management function that permeates the entire organisation.

In September 2009, the revised King Code and Report on governance (“KING III”), was released. King III sets out a number of key governance principles under which ICT should conform and the principles must be seen against the legislative requirements contained in the 2008 Act and the Public Finance Management Act of 1999. This is reflected in the terminology used in King III with "must" indicating a legal requirement and "should" indicating where application of King III will result in good governance.

Apart from the KING III, it is now also a requirement of the Auditor General that an ICT Steering Committee exists within organisations and should therefore be acknowledged by Management/Council as the governing body for ICT within the organisation.

Apart from the KING III and Auditor General, organisational ICT should adhere to various other legislations. This includes among others the:

- a) ECA 2002 (Electronic Communications Act)
- b) ECSA 2002 (Electronic Communications & Security Act)
- c) ICASA (Independent Communications Authority of South Africa)
- d) ITA (Information Technology Agency) responsible for I.T Code of Ethics through all sectors of ICT
- e) SALRC – South Africa Law Reform Commission – Email & Internet Laws, etc.
- f) Telecommunications Act (TCA 1996)
- g) Department of Communications Regulatory
- h) Other ACTs with reference to ICT, such as MFMA, CPA2009, ECTA2002, etc.

It should now be apparent that the need for an ICT governing body is not just a legal requirement, but it is a necessity within the municipality.

## **2. Purpose and Function**

The purpose of this is to establish an IT Steering Committee to govern and be accountable for the municipality's ICT environment and ensure that ICT conforms to legislation.

The Committee will advise, in terms of an oversight role, to Management/Council on all matters relating to ICT and be responsible for:

- a) The investigating, considering and steering of high level/impact ICT projects.
- b) The prioritising of proposed high level projects.
- c) The constant reviewing of approved projects.
- d) Facilitating the achievement of optimal ICT management.
- e) Enhancing the understanding and satisfaction with the value of ICT investments.
- f) Encouraging constituent ownership of ICT projects and endorsement of ICT policies.
- g) Merging the ICT and business strategies, goals, and resources, and achieving competitive advantage through ICT.
- h) Encouraging a collaborative work environment and fosters trust via mutual credibility and responsiveness.
- i) The revision of the draft ICT budget and budget processes.
- j) Mediating conflicts in priorities and/or departmental perspectives that may not be in the best interest of the municipality.

## **3. Composition and Term of Office of the Committee**

3.1 The Committee must comprise the following:

- a) The Chairperson
- b) One representative from each directorate of which a deputy Chairperson should be elected.
- c) One representative from the communications office
- d) A representative from the asset management division

3.2 The term of office for the Committee members will be concurrent with the Municipal Financial year. Each term therefore comprise 12 months and will be served as follows:

- a) The Chairperson and Deputy Chairperson will serve for one (1) term where after an election process should be conducted.
- b) Members will serve a two consecutive terms where after Departmental directors can nominate new representatives.

3.3 The Municipal Manager must appoint the Committee members through a formal appointment letter that clearly indicate the term of membership.

## **4. IT Responsibility**

4.1 An IT official will attend all meetings and will only be functional as follow:

- a) Where applicable, present projects to the Committee.
- b) Assist the Committee in clarification of ICT matters.
- c) Provide the necessary technical support.

4.2 The IT division will remain responsible for the ICT operational requirements of the municipality, overseen by the Committee.

4.3 Monthly reports will be presented to the Committee for approval and acceptance to ensure good governance.

## **5. Meeting**

5.1 For a committee meeting quorum to be achieved, a minimum of four (4) members must be present.

5.2 Minutes must be taken of all meeting, preferably by Records division, and distributed electronically to all members within fourteen (14) days.

5.3 At least four meetings should be scheduled per term, unless otherwise decided by the Committee.

5.4 Agendas should be sent to all members at least five (5) days prior to the scheduled meeting.

5.5 Agenda items should be sent to the Chairperson, or nominated member, at least seven (7) days prior to the scheduled meeting.

5.6 Items for discussion at a scheduled meeting that is not on the agenda will only be sustained at the discretion of the Chairperson.

5.7 All corrections to minutes must be tabled at the scheduled meeting, before confirmation.

## **6. Validity**

The Terms of Reference as set out herein and approved by Management/Council will be valid for a period of one (1) year, where after it must be reviewed and presented to Management/Council for approval.

## **7. Activities and Committee**

- a) The Committee must keep proper records.
- b) Review the internal and external Service Level Agreements of ICT.
- c) Formally note and accept the manner in which it will function.

- a) Prepare an official Code of Conduct that will be included with the appointment letters of all members.

## **8. Accountability**

The Committee will be held accountable for ICT governance and to make binding decisions in terms of the municipality's ICT requirements. Regular reports should be presented to Management/Council regarding the developments of ICT in the organisation.